


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 12/04/2019	<b>PREPARED BY:</b> Shirley Jones
<b>Meeting Date Requested:</b> 12/10/2019	<b>PRESENTED BY:</b> Keith Johnson
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
<b>SUBJECT:</b> Re-establishing hours of operation for Franklin County offices and departments.	
<b>FISCAL IMPACT:</b> \$0 impact. The 2020 budget will not be impacted. This resolution does not establish any new hours of operation.	
<b>BACKGROUND:</b> A resolution regarding operation hours for the various offices and departments was last approved in 2006. Said hours outlined in Resolution 2006-330 are not current operational hours.	
<b>RECOMMENDATION:</b> Approve this resolution with the re-establishment of current operational hours, rescinding Resolution 2006-330.	
<b>COORDINATION:</b> Keith Johnson, Administrator	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board) ASR/Resolution	
<b>HANDLING / ROUTING:</b> (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Administrator's Office All offices and department heads.	

*I certify the above information is accurate and complete.*



Keith Johnson, Administrator

# FRANKLIN COUNTY RESOLUTION \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

## ***RE-ESTABLISHING HOURS OF OPERATION FOR FRANKLIN COUNTY OFFICES AND DEPARTMENTS***

**WHEREAS**, in the matter of re-establishing hours of operation for Franklin County offices and departments, rescinding Resolution 2006-330; and

**WHEREAS**, the following operation hours for offices and departments are posted to the Franklin County website; and

<b>Assessor</b>	<b>8:30am – 5:00pm</b>
<b>Auditor</b>	<b>8:30am – 5:00pm (Elections)</b> <b>9:00am – 4:00pm (Vehicle &amp; Vessel Licensing)</b> <b>8:30am – 5:00pm (Recording)</b> <b>8:30am – 4:30pm (Marriage Licensing)</b>
<b>Board of Equalization</b>	<b>8:30am – 5:00pm</b>
<b>Coroner</b>	<b>8:00am – 5:00pm</b>
<b>County Clerk</b>	<b>8:30am – Noon and 1:00pm – 4:00pm (Office)</b> <b>9:00am – Noon and 1:00pm – 3:30pm (Passport Acceptance)</b>
<b>County Administrator</b>	<b>8:00am – 5:00pm</b>
<b>County Commissioners</b>	<b>8:00am – 5:00pm</b>
<b>District Court</b>	<b>8:00am – 4:00pm</b>
<b>The HAPO Center</b>	<b>8:00am – 5:00pm</b>
<b>Human Resources</b>	<b>8:30am – 5:00pm</b>
<b>Office of Public Defense</b>	<b>8:00am – 4:30pm</b>
<b>Planning and Building</b>	<b>8:00am – 5:00pm</b>
<b>Prosecutor</b>	<b>8:00am – 12:00pm and 1:00pm – 4:00pm</b>
<b>Public Works</b>	<b>7:00am – 5:00pm</b>
<b>Sheriff</b>	<b>8:30am – 4:00pm</b>
<b>Treasurer</b>	<b>8:30am – 5:00pm</b>

**WHEREAS**, each Elected Official and appointed department director shall hereby determine hours of public opening for their respective offices and departments. Such hours shall be filed with the Board of Commissioners and posted to the public website; and

**WHEREAS**, pursuant to RCW 36.01.010 and RCW 36.32.120, the legislative authority of Franklin County is authorized to enter into contracts on behalf of the County and ensure the care of County property and management of County funds and business; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin County Commissioners constitute the legislative authority of Franklin County and desire to re-establish the hours of operation for Franklin County offices and departments as being in the best interest of Franklin County; and

**BE IT FURTHER RESOLVED**, this approval is to re-establish such hours effective January 1, 2020.

**APPROVED** this 10th day of December 2019.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

***ATTEST:***

\_\_\_\_\_  
Clerk to the Board

# FRANKLIN COUNTY RESOLUTION NO. 2006 330

BEFORE THE BOARD OF COUNTY COMMISSIONERS, FRANKLIN COUNTY,  
WASHINGTON

**RE: RESCIND RESOLUTION NUMBER 2005-007 AND APPROVE HOURS OF OPERATION FOR FRANKLIN COUNTY OFFICES LOCATED AT THE COURTHOUSE AND PUBLIC SAFETY BUILDING TO BE OPEN TO THE PUBLIC FROM 8:30 AM TO 5:00 PM, MONDAY THROUGH FRIDAY, EFFECTIVE JULY 1, 2006**

**WHEREAS**, the Board of Franklin County Commissioners discussed the hours of operation for the Courthouse during the Commissioners' Proceeding for June 21, 2006; and

**WHEREAS**, even though initiatives have caused extreme financial duress to the County and Current Expense budgets were reduced for overtime and extra help, the Board believes closing the doors at 4:00 pm has not facilitated the desired effect in assisting employees with increased workloads without incurring overtime costs or the need for extra help; and

**WHEREAS**, the Board of Franklin County Commissioners desire to re-establish the hours of operation for county offices funded through Current Expense to be open to the public Monday through Friday, 8:30 am to 5:00 pm; and

**WHEREAS**, office hours for Public Works and TRAC are not affected as they are funded through Miscellaneous Budgets; and

**WHEREAS**, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and desires to enter into this arrangement as being in the best interest of Franklin County and is in accordance with RCW 36.16.100;

**NOW, THEREFORE, BE IT RESOLVED** the Franklin County Board of Commissioners hereby rescinds Franklin County Resolution Number 2005-007 and approves hours of operation for Franklin County offices located at the Courthouse and Public Safety Building to be open to the public from 8:30 am to 5:00 pm, Monday through Friday, effective July 1, 2006.

**APPROVED** this 28<sup>th</sup> day of June 2006.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

  
Neva J. Corkrum, Chair

  
Robert E. Koch, Chair Pro Tem

  
Frank H. Brock, Member

Attest:

  
Clerk to the Board

Originals: Auditor  
Minutes  
Commissioners

cc: Elected Officials/Department Heads  
Benton-Franklin Health District  
Benton County Commissioners  
City of Connell  
City of Mesa  
juvenile Justice Center  
City of Kahlotus  
City of Pasco  
Media

2006-330 6/28/06

**Rescind Resolution 2005-007** and approve hours of operation for Franklin County offices located at the Courthouse and Public Safety Building to be open to the public from 8:30 a.m. to 5:00 p.m. Monday through Friday effective July 1, 2006